

Assistant Principal for Curriculum and Instruction

Reports to: Principal
Wage/Hour Status: Exempt
Term: 12-month employee

The Assistant Principal of Curriculum and Instruction (APCI) is a deliberate coach and effective manager responsible for helping teachers and students realize their full potential. The APCI provides high-quality, job embedded coaching and feedback to teachers so that they develop their skills at a fast rate. The APCI ensures that teachers design and execute an instructional program that develops mastery and skills above grade level expectations and meets the individual needs of each student. The APCI works collaboratively with the Principal and department chairs to develop a varied curriculum that meets the needs of an increasingly academically diverse student body, while fostering a school-wide culture of academic excellence. The APCI seeks out and executes innovative curriculum enhancements for the school community. The APCI is a next generation educator who is a forward thinker and innovative problem solver with a high level of emotional intelligence.

Essential Functions:

The Assistant Principal of Curriculum and Instruction is an instructional and strategic leader responsible for leveraging teacher performance to ensure students demonstrate significant and measurable results. The actions of Assistant Principal of Curriculum and Instruction must always be aligned with the school's Catholic identity, vision, mission, and core values. The essential functions for Assistant Principal of Curriculum and Instruction are as follows:

- Promotes Catholic traditions, culture, and values throughout the school.
- Gives witness to Gospel values in all communications and interactions with all members of the school community.
- Ensures that all teachers use the lens of Scripture to help student think critically and ethically about the world around them and create and maintain a learning environment that evidences Catholic Christian values.
- Uses the vision and mission statements as the foundation for all planning and decision making and engages the school community to ensure a school culture that embodies both.
- Demonstrates an understanding of and adherence to "For the Sake of God's Children."
- Provides leadership in the ongoing development, evaluation, and improvement of curriculum, instruction, and assessment.
- Manages the school's special academic programs.
- Manages the course selection and assignment process, in coordination with the Director of School Counseling.
- Performs and documents classroom observations.
- Takes the lead role in the development and assessment of teacher goals.
- Takes the lead role in the annual summative evaluations for teachers.
- Is present for meetings with parents and students concerning student academic progress upon the request of a School Counselor
- Analyzes, synthesizes into meaningful results, shares, and uses all relevant school-wide and student data to evaluate the curriculum, plan for sustained student growth and monitor faculty performance; this includes student standardized test results, HSPT, SAT and AP results, and teachers' grades by subject and phase.
- Works with the department chairs to determine teacher course assignments.

- Approves semester examinations and coordinates the examination schedule.
- Coordinates the training of mentors for new teachers.
- Plans and facilitates the training program for first year teachers.
- Communicates professional development opportunities to the faculty and staff.
- Demonstrates school pride, a visible presence and active engagement.
- Creates an atmosphere of openness and availability with colleagues, students, and families.
- Provides feedback that affirms and improves the teaching/learning process.
- Develops the timeline and protocols for the student registration and course change process.
- Coordinates the publication of the annual Course Catalogue and student course registration.
- Is responsible for the maintenance of all current and historical student records.
- Works with the Principal's administrative assistant to ensure that all classes are covered in the event of a teacher absence.
- Communicates clearly and regularly with all constituencies.
- Serves as the budget officer for assigned portions of the annual operating budget.
- Assists the principal in interviewing, evaluating, and selecting new members of the faculty.
- The Assistant Principal for Curriculum and Instruction serves as the head operational school leader in the absence of the principal.
- Carries out other duties and responsibilities as assigned by the principal.

Qualifications:

- Live as a practicing Catholic **c**
- Hold at least a bachelor's degree from an accredited institution in an area of study that supports the roles and responsibilities of an assistant principal (advanced degree preferred)
- Have a minimum of five years teaching experience (Catholic school experience preferred)
- Hold or be eligible for Delaware or Maryland licensing/certification.

Special Demands:

- Evening and weekend hours as needed.
- Ability to drive to diocesan meetings.

Environmental and Working Conditions

- Critical features of this job are described under the headings above. The principal reserves the right to adjust the duties and responsibilities as needed.